

## BALDWIN TOWNSHIP REGULAR MEETING & BOARD OF AUDIT

February 21, 2017

**Present** – Supervisors Tom Rush, Jay Swanson and Larry Handshoe. Supervisors Brad Schumacher and Jeff Holm not present.

**Call to Order** – The February 21, 2017 regular meeting & Board of Audit of Baldwin Township was called to order by Vice-Chairman Tom Rush at 7:00 p.m.

**Pledge of Allegiance** – All present recited the Pledge of Allegiance.

**2017 Sheriff's Office Annual Report Presentation** – Sheriff Brott was present and gave his annual 2016 presentation to the Town Board and residents in attendance. It was requested to have extra patrol at Young Park as well as 'Slow' signs or 'Children at Play' signs since there may be concern by the township in the spring when the ballfield starts to be utilized. The board thanked the sheriff's office for the job they are doing.

### **Additions/Corrections to Agenda**

- Add "Buy Bleacher for Ballfield" to Old Business

### **Approval of Regular Meeting Agenda With/Without Additions/Corrections**

Swanson/Handshoe unanimous to approve the regular meeting agenda as amended.

### **Treasurer's Report:**

**February 2017 Preliminary Treasurer's Report** – The clerk reported receipts of \$48,493.81 and disbursements of \$41,047.54, check numbers 20882 through 20932 and 6 EFT payments leaving an unaudited balance of \$842,588.12.

**Road Report** – Swanson reported that there have been some problems with the trucks, particularly the International. It's been a quiet year for snowplowing.

### **Discuss/Approve/Disapprove 136<sup>th</sup> Street Agreement with Sherburne County -**

Swanson/Handshoe unanimous to table the 136<sup>th</sup> Street agreement with Sherburne County until the Baldwin Township regular meeting of March 6, 2017.

**Approval of Consent Agenda** – Swanson/Handshoe unanimous to approve the Town Board meeting minutes of February 6, 2017 and to approve Resignation of Firefighter Ross Martin Effective February 8, 2017 along with a friendly amendment to compose a letter to Ross Martin for his years of service.

**CONDITIONAL & INTERIM USE PERMITS:** None.

**PLATS:** None.

**VARIANCES:** None.

## **OLD BUSINESS:**

**County Planning & Zoning Report** – There were two items on the County Planning & Zoning meeting according to Bryan Lawrence. Firstly a short term gravel pit being relocated in Big Lake; and Big Lake Township applied for an IUP to put in a solar farm. The County Planning & Zoning denied the solar farm although the Big Lake Township had approved it based on telephone poles which are on township property. Current officers were re-elected. Swanson stated that the wetland credit bank is empty and maybe creating wetlands by Knife River could be added to the bank.

**Park Committee Report** – Rush reported that bids are being gotten for the bases, the safety net for the backstop and sod along sides. If bleacher gets approved tonight, it will be installed behind backstop. The Park Committee going to meet at the park next month to determine where to place plaque. Three lights have been added at Young Park. The Park Committee will meet at Goose Lake Park in April to determine where the trail will be placed. The next meeting is March 16<sup>th</sup>. Swanson stated that a check will need to be approved in the amount of \$1,725 for the access. \$1,000 is refunded when the access is done. The check will be ready for the March 6<sup>th</sup> meeting.

**Baldwin Volunteer Corps Update** – The Baldwin Volunteer Corps will be meeting in March. There are only three active members. Elaine Philippi is not participating anymore.

**Approve/Disapprove Going out for Frontier Trails Septic Bids with Opening at March 20<sup>th</sup> Regular Meeting, 7:30 p.m.** – Bogart reported that the engineer's estimate is about \$328,000 and that a permit has been obtained. Swanson/Handshoe unanimous to approve going out for Frontier Trails septic bids with opening of bids at the March 20, 2017 regular meeting.

**Approve/Disapprove Cemetery Caretaker Employment Status Change from Appointed to Employee** – Swanson/Handshoe unanimous to approve the cemetery caretaker employment status change from appointed to employee.

**Approve/Disapprove Change in Debt Service Fund for 2018 Levy Proposal**  
Swanson/Handshoe unanimous to approve increasing the debt service fund to \$119,164 and leaving the other funds as is for a total proposed levy of \$1,115,055.

**Approve/Disapprove Bleacher for Ballfield** – Swanson/Handshoe unanimous to approve up to \$1,500 for one set of bleachers for the ballfield.

### **Open/Review/Award Crack Seal Quotes**

- Allied Blacktop at \$57,672 for 10.8 miles with bid bond included
- Astech Corporation at \$61,126 for 10.68 miles with bid bond included
- SealTech, Inc. at \$46,750 for 10.68 miles with bid bond included

Swanson/Handshoe unanimous to award SealTech, Inc. the crack seal bid pending Bogart Pederson's review.

### **Open/Review/Award Chip Seal Bids**

- Allied Blacktop at \$177,432.43 with bid bond included
- Astech Corporation at \$158,900 with bid bond included

Swanson/Handshoe unanimous to approve Astech Corporation's bid of \$158,900 pending Bogart Pederson's inspection.

**Open/Review/Award Tree Trimming Quotes**

- Pioneer Tree & Landscape at \$10,965 with bid bond included
- YTS Companies at \$11,085.50 with bid bond included
- TS Dirt Words at \$19,625 with bid bond included

Swanson/Handshoe unanimous to award the tree trimming bid for 136<sup>th</sup> Street to Pioneer Tree & Landscape for \$10,965.

**TABLED ITEMS:** None.

**NEW BUSINESS:**

Rush has left a call into Dionne Payne regarding job descriptions and to see where we are with employee compensation.

**ANNOUNCEMENTS:** None.

**ANY OTHER BUSINESS:** None.

**Close Regular Meeting** – Swanson/Handshoe unanimous to close the regular meeting at 7:48 p.m.

**Open Board of Audit** – The Board of Audit opened at 7:48 p.m.

**Perform 2016 Board of Audit** – The Baldwin Town Board of Supervisors selected the following disbursements to be audited for the year ending December 31, 2016. During the Board of Audit each Supervisor examined the invoices and claims for payment and verified that the checks written to the vendors were correct.

Supervisor Jay Swanson selected the following disbursements:

- Check #20199, dated May 16, 2016, payable to Bogart, Pederson & Associates in the amount of \$9,033.50.
- Check #20729, dated December 19, 2016, payable to Marv's True Value in the amount of \$371.12.
- EFT disbursement #598E, dated July 13, 2016, payable to the Minnesota Department of Revenue in the amount of \$45.60.
- Check #20275, dated June 6, 2016, payable to NAPA Central MN in the amount of \$113.05.
- Check #20171, dated May 2, 2016, payable to House Rescuers, LLC in the amount of \$361.04.

Supervisor Larry Handshoe selected the following disbursements:

- Check #20165, dated May 2, 2016, payable to Bogart, Pederson & Associates in the amount of \$8,385.00.

- Check #20714, dated December 5, 2016, payable to Bogart, Pederson & Associates in the amount of \$19,297.50.
- Check #19971, dated February 1, 2016, payable to Bogart, Pederson & Associates in the amount of \$3,471.25.
- Check #20643, dated November 21, 2016, payable to Bogart, Pederson & Associates in the amount of \$19,710.00 which was voided on December 5, 2016 as the Town Board disputed the charge.
- EFT payment #000010, dated August 16, 2016, payable to Bremer Bank in the amount of \$465.00 which was a bank error that was corrected by Bremer Bank in September 2016.
- Check #20664, dated November 21, 2016, payable to NAPA Central MN in the amount of \$211.33.
- Check #20400, dated August 1, 2016, payable to Reliance Electric, Inc. in the amount of \$1,454.00.
- Check #19944, dated January 19, 2016, payable to Office Depot in the amount of \$167.81.
- Check #19880, dated January 4, 2016, payable to Santander Leasing LLC in the amount of \$13,340.78.
- Check #20006, dated February 1, 2016, payable to CenterPoint Energy in the amount of \$782.69.
- Check #20221, dated May 16, 2016, payable to U.S. Bank in the amount of \$1,842.06.

Handshoe/Swanson unanimous to approve.

**Open Regular Meeting** – Swanson/Handshoe unanimous to open the regular meeting at 8:06 p.m.

**Motion to Approve Bills for Payment** – Swanson/Handshoe unanimous to approve for payment check numbers 20901 through 20935 and 5 EFT payments totaling \$25,971.09.

**Adjournment** – Handshoe/Swanson unanimous to adjourn at 8:13 p.m.



Submitted By: (s/) Cathy Stevens  
Clerk/Treasurer  
Baldwin Township



Approved By: (s/) Tom Rush  
Vice-Chairman, Board of Supervisors  
Baldwin Township

Date 3/6/17

Attendees: Lester W. Kriesel, Scotty Harder, Bryan Lawrence, Sheriff Joel Brott, Jon Bogart